Online Registration for Volunteers

Thank you for registering to volunteer at Frisco Fire Safety Town. Please complete the required online registration. Once registered, you can log into your volunteer account to sign up for future events and volunteer opportunities, log your hours after you work, update your information and even contact me. Please complete all requested information! Thank you.
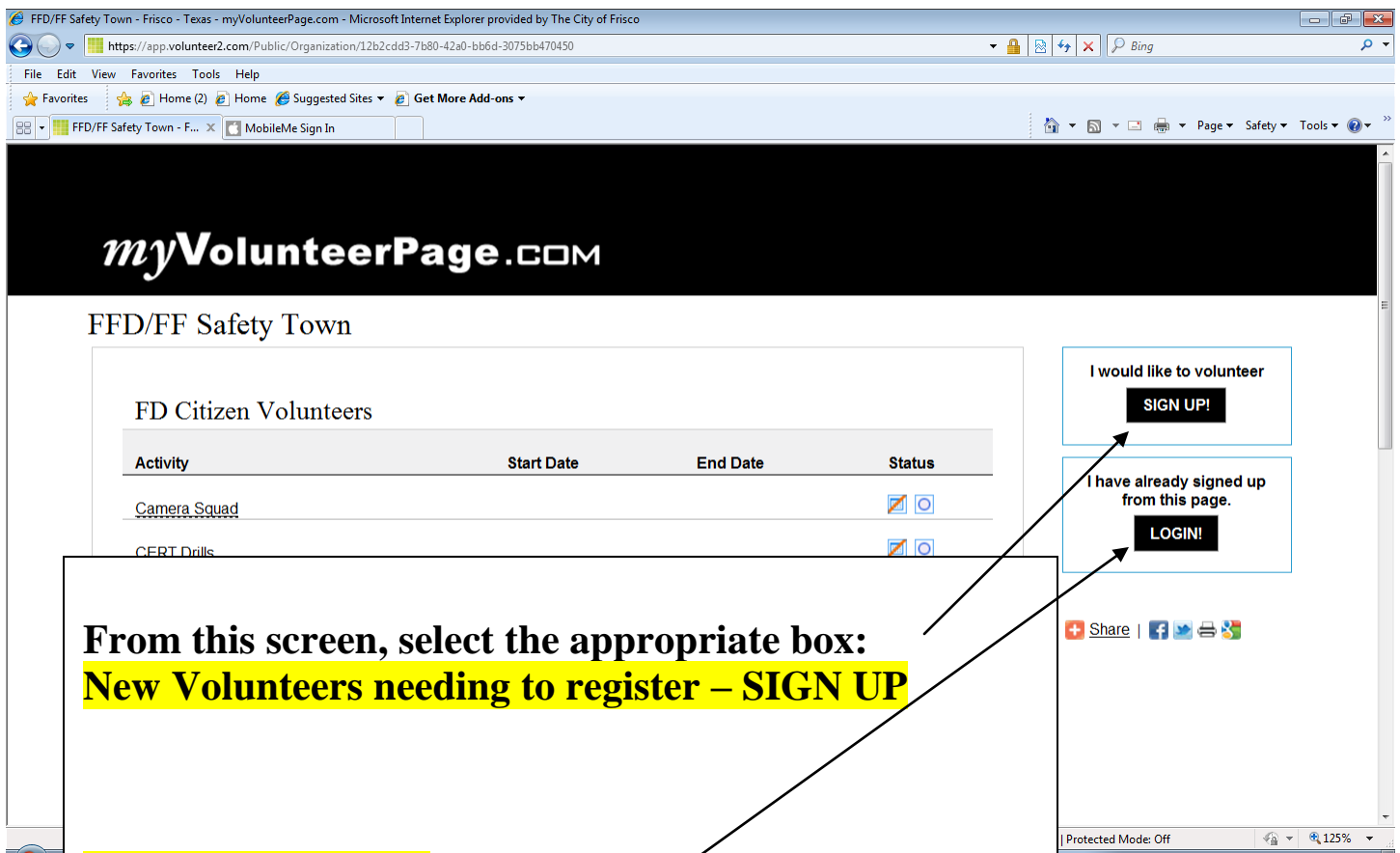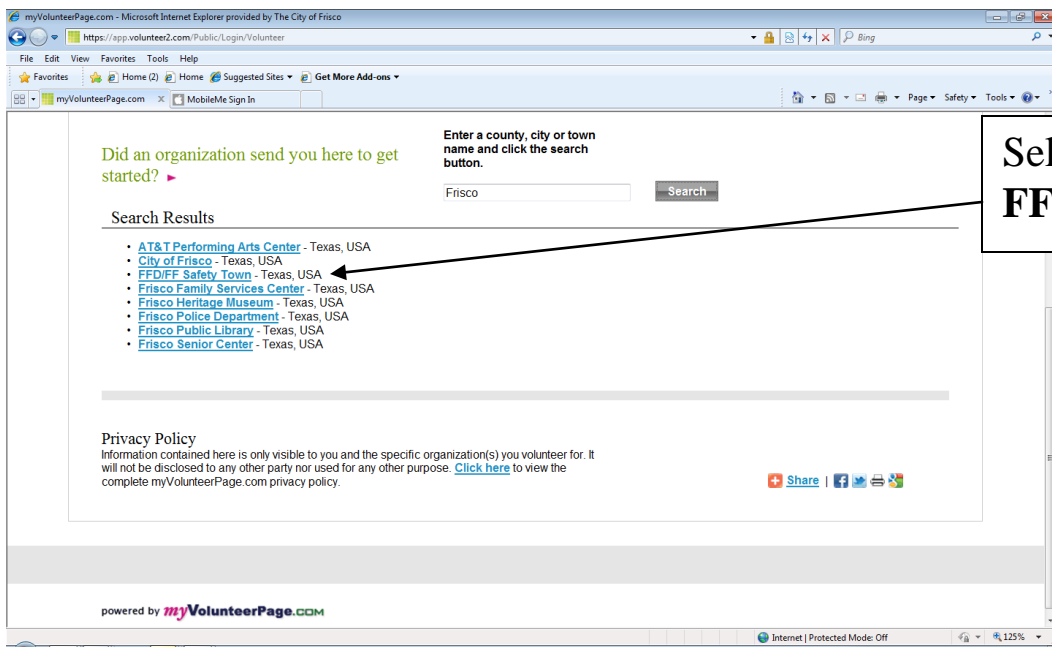
If you are already registered to volunteer with the City of Frisco but you have never volunteer with the Frisco Fire Dept or Safety Town , you will need to add us as an organization.

You can use the following instructions to either register for the first time or add Frisco FD/FF Safety Town as an organization.

Go to www.MyVolunteerPage.com.

Type in Frisco in the county, city or town box. **Click Search.**

Select the option titled **FFD/FF Safety Town**

From this screen, select the appropriate box:
New Volunteers needing to register – SIGN UP

Existing Volunteers needing to select Safety Town as their organization – LOGIN

- If you are affiliated with an organization such as **Frisco Ballet, Market Street, California Pizza Kitchen, Frisco ISD Teen for Community Service Hours, Frisco ISD Health Science Student or other**, please make appropriate selection under the Additional Information Section.

Signing up for Activities

Log In—once on home screen, scroll to FFD/FF Safety Town for news, info and/or a personal message.

Filter Organization with drop -down window. Select FFD/FF Safety Town. Then Click the Filter Activities button on the right.

Scroll down until you find what you are looking for;
Click on the activity (in blue letters) that you want to sign up for.

Then click the box under Sign Up for the appropriate shift, date, etc. If you want to work multiple dates you will need to sign up for each one separately.
Be sure to 'confirm' your shift if it prompts you to do so after you sign up.

Logging your Volunteer Hours for

Please enter your hours each time you volunteer. Visit www.MyVolunteerPage.com and log in using the username and password you created when you registered. . **If you have forgotten your username and/or password, please contact Jennifer Tramel** 972-292-6353 or jtramel@friscofire.com

Login In to get started entering your hours.

1. Select the **Hours Log tab.**
2. Select **FFD/FF Safety Town**
3. Select the appropriate Activity (example: Teen Volunteer Holiday lights)
4. Then **enter hours** under the Log Hours for FFD/FF Safety Town heading.
   Round off your time to the nearest quarter hour (15 minute increments.)

Additional Information About Entering Your Volunteer Hours.

- If you do not see the Activity—select the link that reads **All Inactive Activities** next to the date box. The name of the activity here will be the same as the activity you 'signed up for' before the event.
- Once you enter your hours, they will not show in the system until they have been underline confirmed by Safety Town.
- We verify your hours (for confirmation online) by using the sign in sheets. Make sure you are signing in and signing out each time you volunteer.

After the Activity is selected, then **enter the date and the total number of hours/minutes worked.**

All adult volunteers 18 yrs and older will need to complete an annual background check. If you have not already done this or if you have any questions contact

Jennifer Tramel
Frisco Fire Safety Town Volunteer Coordinator
jtramel@friscofire.com
972-292-6353